

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HEALTH SERVICES

DATE: NOVEMBER 22, 2013

COMMITTEE MEMBERS PRESENT:

SUPERVISORS SOKOL
CONOVER
FRASIER
TAYLOR
MCDEVITT

OTHERS PRESENT:

REPRESENTING WESTMOUNT HEALTH FACILITY:

LLOYD COTÉ, ADMINISTRATOR
BETSY HENKEL, COMPTROLLER

REPRESENTING THE DEPARTMENT OF PUBLIC HEALTH:

PAT AUER, DIRECTOR OF PUBLIC HEALTH/PATIENT SERVICES
SHARON SCHALDONE, ASSISTANT DIRECTOR OF HOME CARE DIVISION
GINELLE JONES, ASSISTANT DIRECTOR OF PUBLIC HEALTH DIVISION
TAMMIE DELORENZO, CLINICAL & FISCAL INFORMATICS COORDINATOR
TAWN DRISCOLL, FISCAL MANAGER

PAUL DUSEK, COUNTY ADMINISTRATOR

JOAN SADY, CLERK OF THE BOARD

FRANK E. THOMAS, BUDGET OFFICER

SUPERVISORS KENNY

STRAINER

WESTCOTT

WOOD

RACHEL SEEGER, SUPERVISOR-ELECT, TOWN OF QUEENSBURY

FRED CHAMPAGNE, TOWN OF QUEENSBURY RESIDENT

TRAVIS WHITEHEAD, WARREN COUNTY RESIDENT

DON LEHMAN, *THE POST STAR*

THOM RANDALL, *ADIRONDACK JOURNAL*

CHARLENE DiRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

Mr. Sokol called the meeting of the Health Services Committee to order at 9:30 a.m.

Motion was made by Mr. McDevitt, seconded by Mr. Taylor and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Lloyd Coté, Administrator of Westmount Health Facility, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing the agenda review, Mr. Coté requested Betsy Henkel, Comptroller for Westmount Health Facility, to present the first item. Ms. Henkel requested authorization for the adoption and electronic certification of the Corporate Compliance Policy for Westmount Health Facility. She reviewed the three-page Corporate Compliance In-Service Outline with the Committee members; *a copy of which was included in the agenda.* Ms. Henkel noted that the Westmount Health Facility Corporate Compliance Manual was available on the Warren County website at www.warrencountyny.gov/westmount/docs/compliance.pdf.

Motion was made by Mr. Conover, seconded by Mr. Taylor and carried unanimously to authorize the adoption and electronic certification of the Corporate Compliance Policy for Westmount Health Facility as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the December 20, 2013 Board Meeting.*

Continuing, Mr. Coté requested to increase the daily room rate at Westmount Health Facility from \$285.58 per day + 6.8% New York State Assessment Tax (\$305 per day) to \$294.94 per day + 6.8% New York State Assessment Tax (\$315 per day). He said it was necessary to provide 30 days notice to the private pay residents prior to increasing the daily room rate and therefore the increase would not be effective until February 1, 2014. Mr. Conover asked the anticipated increase in revenues and Mr. Coté replied \$62,000 to \$65,000 depending upon the occupancy of the Facility. Mr. Taylor asked if the daily room rate would be comparable to other area homes and Mr. Coté responded the increase would place the Facility within the 70% range compared to other area homes. Mr. Conover inquired about the last increase to the daily room rate and Ms. Henkel replied the last increase had been in January of 2012.

Motion was made by Mr. Conover, seconded by Mrs. Frasier and carried unanimously to increase the daily room rate at Westmount Health Facility as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the December 20, 2013 Board Meeting.*

Mr. Coté requested to reclassify the Senior Account Clerk position, Grade 7, annual base salary of \$29,031, Employee No. 12351, to an Administrative Assistant position, Grade 8, annual base salary of \$30,230, effective December 27, 2013. He explained the duties assigned to this position were better defined by the Administrative Assistant title and the increase in salary would be \$1,201 annually. He commented the employee in question had excellent typing and computer skills and performed a variety of tasks. Mr. Taylor asked if the reclassification had been discussed with Paul Dusek, County Administrator, and Mr. Dusek remarked he was in favor of the reclassification as it was part of Mr. Coté's reorganization strategy for the Facility.

Motion was made by Mrs. Frasier, seconded by Mr. Taylor and carried unanimously to approve the request to reclassify the Senior Account Clerk position to an Administrative Assistant position as outlined above, thereby amending the Department's Table of Organization, and to forward same to the Personnel Committee. *A copy of the resolution request form is on file with the minutes.*

Ms. Henkel requested a transfer of funds between various codes totaling \$196,118 in order to balance the salaries budget until the end of the year. She explained that short staffing throughout the year had depleted the salaries budget and she was moving money leftover in various codes to cover the shortfall. She noted four employees had retired requiring a payout of vacation and sick leave.

Motion was made by Mr. McDevitt, seconded by Mr. Conover and carried unanimously to approve the request for a transfer of funds as outlined above and to forward same to the Finance Committee. *A copy of the Request for Transfer of Funds form is on file with the minutes.*

Pertaining to the Overtime Report, Ms. Henkel noted the overtime budget had been running a little short necessitating the previously approved transfer of funds. She added the salaries budget should be adequate for the remainder of the year following the transfer.

Mr. Sokol commented the staffing levels at the Facility were much improved. Mr. Conover inquired about the operating expenses versus revenue and asked the annual result and Ms. Henkel replied the Facility operated at a loss. Ms. Henkel clarified the revenues were not received in a timely manner and outstanding receivables added to the cash flow issues. She advised the HMO's (Health Management Organizations) were difficult to collect from, requiring re-submissions and several phone calls before payment was remitted.

Mr. Coté informed staffing levels at the Facility had been stabilized and the use of Agency Nurses had been significantly decreased. He said his goal was to fill the Facility to capacity (80 beds) in order to maximize revenues. He advised the County Attorney's Office had been sending collection letters to those in arrears and approximately \$30,000 had been collected. He reported the New York State Law banning smoking on all hospital and nursing home grounds had been initiated. He said the Law stated no smoking in the building or on the grounds; however, he added, employees were allowed to smoke inside their personal vehicles while parked on the Facility's campus. He noted the employees were being very cooperative with the new smoking policy. Mr. McDevitt asked the current census of the Facility and Mr. Coté replied there were currently 74 residents.

This concluded the Westmount Health Facility portion of the Committee meeting and the Health Services portion of the meeting commenced at 9:51 a.m.

Privilege of the floor was extended to Pat Auer, Director of Public Health/Patient Services, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing the agenda review, Ms. Auer requested to appoint and reappoint members of the Professional Advisory Committee for a term commencing January 1, 2014 and terminating December 31, 2014, as outlined on the resolution request form. She noted the Committee was mandated by the New York State Department of Health (NYS DOH) and must be appointed by resolution annually. She explained the Committee met quarterly and minutes of the meetings were reviewed at all State surveys. She apprised that Mr. Dusek had advised this required approval of the 2014 Board of Supervisors. She said he had recommended the Committee approve the appointments which could be ratified at the Organization Meeting on January 3, 2014, as opposed to the December 20, 2013 Board Meeting.

Motion was made by Mr. Taylor, seconded by Mr. McDevitt and carried unanimously to appoint and reappoint members to the Professional Advisory Committee as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the January 3, 2014 Organization Meeting.*

Ms. Auer requested to appoint and reappoint members of the Local Early Intervention Coordinating Council for a term commencing January 1, 2014 and terminating on December 31, 2014, as outlined on the resolution request form. She noted this Committee was also a requirement of the NYS DOH and this resolution would also require ratification at the January 3, 2013 Organization Meeting.

Motion was made by Mrs. Frasier, seconded by Mr. Conover and carried unanimously to appoint and reappoint members to the Local Early Intervention Coordinating Council as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the January 3, 2014 Organization Meeting.*

Ms. Auer requested to renew the existing contract with the NYS DOH, Bureau of Community Environmental Health and Food Protection to allow receipt of continued funding for the Lead Poisoning Prevention Program for a term commencing October 1, 2013 and terminating September 30, 2014 in an amount not to exceed \$21,906 in a form approved by the County Attorney. She noted the funds were used to offset the salaries of employees who performed duties for the Lead Poisoning Prevention Program.

Chairman Geraghty entered the meeting at 9:53 a.m.

Motion was made by Mr. Conover, seconded by Mr. Taylor and carried unanimously to authorize renewal of the existing contract with the NYS DOH, Bureau of Community Environmental Health and Food Protection as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the December 20, 2013 Board Meeting.*

Ms. Auer requested to renew the existing contract with North Country Home Aides to provide paraprofessional care services (home health aides) for term commencing January 1, 2014 and terminating December 31, 2014 at a rate of \$26.12 per hour. She noted there was a 1% increase in the cost of the contract but this agency did not provide a lot of service to the Department as they only served patients in the northern portion of the County.

Motion was made by Mrs. Frasier, seconded by Mr. Conover and carried unanimously to authorize renewal of the contract with North Country Home Aides as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the December 20, 2013 Board Meeting.*

Ms. Auer requested to renew the existing contract with Greater Adirondack Home Aides for Home Health Aides and Personal Care Aides for a term commencing January 1, 2014 and terminating December 31, 2014 with no change in rates. She noted this agency had not increased their rates in several years.

Motion was made by Mr. Taylor, seconded by Mrs. Frasier and carried unanimously to authorize renewal of the contract with Greater Adirondack Home Aides as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the December 20, 2013 Board Meeting.*

Ms. Auer requested to renew the existing contracts with ENS Health Care Management LLC d/b/a Interim Health Care of New York and Visiting Nurse Association of Albany Home Care Corporation for paraprofessional services for a term commencing January 1, 2014 and terminating December 31, 2014. She noted there was no increase in the rates for ENS Health Care Management LLC; however, she added, the Visiting Nurse Association of Albany Home Care Corporation had requested a 4% increase which reflected an increase of \$.88 to \$.90 per hour. She informed the Department currently had only four clients in the Long Term Home Health Care Program and after they were discharged, the services of the Visiting Nurse Association of Albany would no longer be utilized.

Motion was made by Mr. McDevitt, seconded by Mr. Conover and carried unanimously to authorize renewal of the existing contracts as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the December 20, 2013 Board Meeting.*

Ms. Auer requested a contract with Mieka LeClair-Lundy to provide speech therapy services for children in need from the Early Intervention and Preschool Programs. She advised this therapist was willing to serve children who lived in the northern parts of the County where it was difficult to find therapists.

Motion was made by Mr. Conover, seconded by Mrs. Frasier and carried unanimously to authorize the contract with Mieka LeClair-Lundy as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the December 20, 2013 Board Meeting.*

Tawn Driscoll, Fiscal Manager, requested a transfer of funds between various codes totaling \$60,380.54 in order to balance the budget. She reviewed each transfer in detail and said she felt they would be sufficient to cover expenses through the end of the year. Mr. Dusek stated that transfers of funds such as this and the one previously approved for Westmount Health Facility proved the tightness of the County's budgeting practices.

Motion was made by Mr. Conover, seconded by Mr. McDevitt and carried unanimously to approve the request for a transfer of funds as outlined above and to forward same to the Finance Committee. *A copy of the Request for Transfer of Funds form is on file with the minutes.*

Pertaining to the pending item concerning new Certificates of Need (CON's) for the formation of new Certified Home Health Agencies (CHHA's), Ms. Auer stated there had been no significant change in business and she would continue to monitor this. She informed the new brochure for the CHHA had been completed and she circulated a copy for the Committee members. Sharon Schaldone, Assistant Director of Home Care Division, commented the brochure had been a group effort for the Department.

Ms. Auer pointed out a monthly report on Emergency Preparedness and Response Activities was included in the agenda packet.

Concerning the Report on Revenues and Expenditures for 2013 as of November 20, 2013, Ms. Driscoll noted the Department was fully staffed, resulting in a decrease in per diem and overtime usage. She pointed out that year-to-date they had utilized 82.65% of the salary budget, compared to 84.82% for the same time period in 2012. She informed the revenues and expenditures were at an anticipated level for this time of year. Pertaining to the Revenue and Expense Comparison for 2012 versus 2013, Ms. Driscoll said the expenses were currently slightly lower for 2013 compared to 2012 and the revenues were slightly higher.

Mr. McDevitt commented the CHHA Brochure was nicely done and he felt it described the services offered well. He asked if Washington County had ceased home care operations and Ms. Auer replied affirmatively. A brief discussion ensued pertaining to home health care services.

As there was no further business to come before the Health Services Committee, on motion made by Mrs. Frasier and seconded by Mr. Taylor, Mr. Sokol adjourned the meeting at 10:06 a.m.

Respectfully submitted,
Charlene DiResta, Sr. Legislative Office Specialist